

# SBIR REMINDER SHEET

## (PHS 398)

After reading all instructions in the PHS 398 and the SBIR/STTR Phase I Grant Solicitation, use the following reminders to ensure that the application meets the requirements for submission.

- ☐ Have you prepared the application according to the “Type Size” and “Format” specifications that must be observed throughout the application?
- ☐ Does the Phase I application contain no more than 25 allowable pages as described in “Limitations on Length of Application “ in Section VI.B of the PHS 398 Instructions?
- ☐ Have you completed all items on the application Face Page, including Items 7 and 8?
- ☐ Have you completed the necessary items on the Checklist Form page of the application?
- ☐ Have you included letters of commitment from collaborators and consultants?
- ☐ The grant application should be assembled in the following order:
  - ◆ **Cover Letter** — encouraged, but not a requirement.
  - ◆ **Face Page** — first page of application.
  - ◆ **Description, Performance Sites, Key Personnel** — Form Page 2
  - ◆ **Table of Contents** — Form Page 3
  - ◆ **Modular Budget Format Page**— FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee).
  - ◆ **Budget for Initial Budget Period** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). Renumber pages as necessary. If \$100,000 or less, omit Form Page 4 and use Modular Budget Format Page.
  - ◆ **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). If \$100,000 or less, omit Form Page 5 and use Modular Budget Format Page.
  - ◆ **Biographical Sketch.** See *Biographical Sketch Format Page*.
  - ◆ **Resources.** See *Resources Format Page*.
  - ◆ **Introduction** (revised application only — limited to one page for Phase I and three pages for Phase II).
  - ◆ **Research Plan** — **NO Form Page.** Use plain, white paper and stay within specified ½” margin limitations.
  - ◆ **Letters From Consultants and Collaborators.**
  - ◆ **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.
  - ◆ **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.
- ☐ Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:

Division of Receipt and Referral  
Center for Scientific Review  
National Institutes of Health  
(301) 435-0715; Fax: (301) 480-1987

## STTR REMINDER SHEET (PHS 398)

After reading all instructions in the PHS 398 and the SBIR/STTR Phase I Grant Solicitation, use the following reminders to ensure that the application meets the requirements for submission

- ☐ Have you prepared the application according to the “Type Size” and “Format” specifications that must be observed throughout the application?
- ☐ Does the Phase I application contain no more than 25 allowable pages as described in “Limitations on Length of Application “ in Section VI B?
- ☐ Have you completed all items on the FACE PAGE of the application, including Items 7 and 8?
- ☐ Have you completed the necessary items on the CHECKLIST Form page?
- ☐ Have you included letters of commitment from collaborators and consultants in the application?
- ☐ The grant application should be assembled in the following order:
  - ◆ **Cover Letter** – encouraged, but not a requirement.
  - ◆ **Face Page** — first page of application.
  - ◆ **Description, Performance Sites, Key Personnel** — Form Page 2
  - ◆ **Table of Contents** — Form Page 3
  - ◆ **Modular Budget Format Page**— FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee).
  - ◆ **STTR Research Institution Certification Format Page** —FOR STTR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee).
  - ◆ **Budget for Initial Budget Period** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). Renumber pages as necessary. *If less than \$100,000, omit Form Page 4, and use Modular Budget Format Page.*
  - ◆ **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). *If less than \$100,000, omit Form Page 5, and use Modular Budget Format Page.*
  - ◆ **Research Institution Budget Form Page** (STTR Additional Page)
  - ◆ **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee).
  - ◆ **Biographical Sketch.** See *Biographical Sketch Format Page.*
  - ◆ **Resources.** See *Resources Format Page.*
  - ◆ **Introduction** (revised application only — limited to one page for Phase I and three pages for Phase II).
  - ◆ **Research Plan** — *NO Form Page. Use plain, white paper and stay within specified ½” margin limitations.*
  - ◆ **Letters From Consultants and Collaborators.**
  - ◆ **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.
  - ◆ **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.

- ☐ **Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:**

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